



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

THOMAS G. MASSIMO
Acting Commissioner

**Online Guide Transmittal 2015-8
January 30, 2015**

To: Department of Transitional Assistance Staff

From: *AGS* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations

Re: Closing of the Centralized TAFDC Unit

Overview

In an effort to standardize DTA's business processes and to better serve our clients, the Centralized TAFDC Unit is closing on Friday, January 30, 2015.

Purpose

The purpose of this transmittal is to inform DTA staff of:

- the closure of the Centralized TAFDC Unit;
 - the transfer of cases on BEACON, paper records and staff;
 - notification to clients; and
 - changes to the BEACON Online Guide.
-

Transitional Activities

Over the weekend of January 31, 2015 all active and pending cases in the Centralized TAFDC Unit will be transferred on BEACON to the TAO that covers the client's residential catchment area. Cases that have been closed or denied within the previous 30 days will also be transferred.

Paper records will be transferred on a staggered basis to the TAO that covers the client's residential catchment beginning January 30, 2015.

Staff currently working in the Centralized TAFDC Unit have been transferred to various TAOs, effective February 9, 2015.

**Client
Notification**

On January 30, 2015, Centralized TAFDC clients will be sent a notice informing them of the TAO to which their case has been assigned.

**Obsolete
Memos**

The following Operations Memos are now obsolete: 2005-10 – *Transfers to the Centralized TAFDC Office* and 2005-10 A – *Revised Centralized TAFDC Office Transfer Checklist*.

**Obsolete
Forms**

The following forms are now obsolete:

- Form CTC-2-A, *Centralized TAFDC Office Transfer Checklist*;
 - Form CTAFDC-T, *TAFDC Update, Centralized TAFDC Office* (English and Spanish); and
 - Form CTAFDC-T/F, *TAFDC and Food Stamp Update, Centralized TAFDC Office* (English and Spanish).
-

**Updated
BEACON Online
Guide
Books/Pages**

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Transfer a Case
Page: Transfer a Case – Overview

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Transfer a Case
Page: Responsibilities of TAOs

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Transfer a Case
Page: Transfer an Active Case – Scenario One – TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Transfer a Case
Page: Transfer When Present in more than one household – Scenario Two – TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Transfer a Case
Page: Transfer a Closed Case – Scenario Three – TAFDC

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic:	TAFDC
Book:	Basic Case Activities & Maintenance
Chapter:	Transfer a Case
Page:	Transfer a Case into Another Household – Scenario Four – TAFDC
Topic:	TAFDC
Book:	Basic Case Activities & Maintenance
Chapter:	Transfer a Case
Page:	Transfer a Case – Address Change in the same TAO – Scenario Five – TAFDC
Topic:	TAFDC
Book:	Basic Case Activities & Maintenance
Chapter:	Transfer a Case
Page:	Transfer a Case – Policy and Procedures
Topic:	EAEDC
Book:	Basic Case Activities & Maintenance
Chapter:	Transfer a Case
Page:	Transfer a Case – Overview – EAEDC
Topic:	EAEDC
Book:	Basic Case Activities & Maintenance
Chapter:	Transfer a Case
Page:	Transfer a Case – Policy and Procedures – EAEDC
Topic:	TAFDC
Book:	Services
Chapter:	Vendor Payments
Page:	Vendor Payments – Policy and Procedures – TAFDC
Topic:	EAEDC
Book:	Services
Chapter:	Vendor Payments
Page:	Vendor Payments – Policy and Procedures – EAEDC

**Deleted
BEACON Online
Guide
Books/Pages**

Topic:	TAFDC
Book:	Basic Case Activity & Maintenance
Chapter:	Transfer a Case
Page:	Transfers to the Centralized TAFDC Office

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
